

Indiana Criminal Justice Institute
JUVENILE JUSTICE
Quarterly/Final Narrative Report

1. Project Title _____
2. Implementing Agency _____
Name _____
Address _____
City/State/Zip _____
3. Type of Report: ___ Quarterly OR ___ *FINAL*
4. Report Number for Quarter Ending: ___ 6/30 (Due 7/20) ___ 9/30 (Due 10/20)
 ___ 12/31 (Due 1/20) ___ 3/31 (Due 4/20)
5. Grant Number: _____

6. Progress Report

Attach pages. Reporting should be both quarterly and cumulative. Progress reports should describe activities and accomplishments occurring during the reporting period and also progress to date. Final reports should indicate the final level(s) of progress attained towards achievement of the original goals and objectives. This narrative should include, but is not limited to, the following:

- a. Outline the original objectives and performance indicators set forth in the approved grant application and/or grant amendment(s), and indicate target progress, including any factors which have interfered with or expedited accomplishments. Include steps taken to overcome interfering factors. Include appropriate quantification (statistics, charts, tables, etc.) to substantiate reported project progress. (SEE EXAMPLE FORMAT ON REVERSE SIDE.)
- b. State any policies developed, changes contemplated, or changes made in project implementation, etc.
- c. Describe any changes in project organization.
- d. Describe the extent of involvement, if any, of other agencies or community resources in the accomplishment of the project. (*JAIBG and Title V Subgrantees: report activities of your Local JCEC or PPB.*)
- e. Describe the status of evaluation efforts.

7. Signatures

Legal Applicant Authorized Official/Name/Date

Project Director/Date

Individual Completing Report/Date

6. a.) Project Activity

1	2	3
Objectives/Performance Indicators (measurable, specific, time-limited)	Progress/Outcomes (e.g., # served or trained, percent of change in behavior, etc.)	Obstacles encountered (Include steps taken to overcome barriers to progress.)